

Tips for Reviewers

THE CANDIDATE'S ASSESSMENT WORKBOOK

Purpose of the assessment workbook: You find out how much knowledge the candidate can recall or identify. The candidate has a chance to apply the knowledge in simplified situations and to practice skills they will later use with participants.

- Decide ahead of time if you want this to be open book or not.
- Review the candidate's answers as soon as possible.
- Talk with the candidate and involve them in the development of the intervention plan.
- If the candidate **missed just a few questions**, decide if you just want to have a brief discussion now about the right answer or have them retake the questions later.
- If the candidate has **missed a number of questions** or does not seem to understand some key concepts, offer appropriate materials or highlight key "study" areas and set a timetable to redo the assessment.
- If the candidate **missed "applied knowledge" questions**, consider practice questions.
- If the candidate has difficulty with written questions, find out why. Do they have trouble with tests, with reading material, or trouble with English? Consider having an oral review of the material with your candidate.